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ABSTRACT

This guide to subject headings for church or synagogue libraries begins by providing guidelines for the subject cataloging process. These guidelines are presented under seven headings: (1) Selecting the Subject Heading (by names of persons, religious congregations and orders, sects and denominations, places, holidays, and new subjects); (2) Specific Entry; (3) Subdivisions; (4) Cross References; (5) Subject Entry Cards; (6) Classification Numbers; and (7) Subject Authority File. Practical examples are provided which correspond to each of these headings. The subject heading list, which makes up the major part of the publication, includes classification numbers for each term that would most likely be found in a church or synagogue library. Suggestions for additional headings may be found in both the guidelines and in works listed in the bibliography. A list of some of the subject headings most used in collections of non-fiction children's books is also provided. A 9-item bibliography and a list of other CSLA (Church and Synagogue Library Association) publications are included. (MAB)

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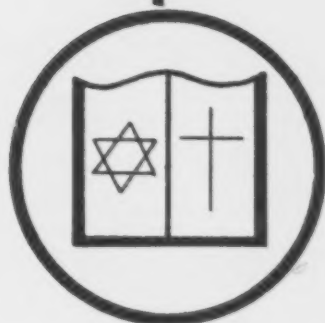
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CSLA Guide No. 8

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SUBJECT HEADINGS FOR CHURCH OR SYNAGOGUE LIBRARIES

Dorothy B. Kersten



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FOR
CHURCH OR SYNAGOGUE
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Dorothy B. Kersten

**CSLA Guide No. 8
2nd Revised Edition**

**CHURCH AND SYNAGOGUE LIBRARY ASSOCIATION, INC.
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SUBJECT CATALOGING

SELECTING THE SUBJECT HEADING

The purpose of subject cataloging is to list under one *uniform* word or phrase all the books on a given subject that the library has in its collection. Subject cataloging is similar to classification in that both procedures aid the library patron in finding information about a specific subject.

However, there is a fundamental difference. In classification a book is assigned a number which determines its position on the shelf. Even if the book includes material on several subjects, it can have only one classification number. In other words, the book can be in only one place on the shelf. But the librarian can theoretically make as many subject cards representing the book as there are subjects included in the book.

The first step in both classification and subject cataloging is to determine the subject of the book being cataloged. See CSLA Guide, No. 7 *Classifying Church or Synagogue Library Materials* for helpful suggestions.

After you have determined the subject of the book, check the list of subject headings given in this guide to see if a suitable heading is listed. All terms which may be used as subject headings are shown in capital letters. Terms printed in lower case letters are not to be used as subject headings but refer to headings which may be used.

Since no printed list can possibly include all the subject headings which might be used, you may have to supply headings that are not listed in this guide. Check the following suggestions for determining additional headings:

1. NAMES OF PERSONS

Except for the name of Jesus Christ and the names of members of Christ's family, few biographical headings are given in the list. For the correct form of a person's name, check any good biographical dictionary. It should be noted that saints are listed under their first names. The following headings may be used as examples:

MARIA GORETTI, SAINT	ANGELOU, MAJA
BOYAXHIU, TERESA, MOTHER	PAUL, SAINT, APOSTLE
JOHN XXIII, POPE (Angelo Guiseppe Rancalli)	

Birth and death dates may be added after the names, although this is not usually considered necessary in simplified cataloging.

Usually the only subject heading needed for the life of an individual is the name of the biographee. However, sometimes a biography will contain so much material on the field of the biographee, that a second subject entry card is useful. For example, the biography of a missionary in India could describe a mission in India in such detail that a subject card could be made under MIS-SIONS - INDIA.

2. NAMES OF RELIGIOUS CONGREGATIONS AND ORDERS (MONASTICISM)

The names of the following religious congregations may be used as sample headings:

HOLY CROSS BROTHERS JESUITS (SOCIETY OF JESUS)
OBLATES OF MARY IMMACULATE
FRANCISCAN FRIARS OF ATONEMENT (GRAYMOOR)

3. NAMES OF SECTS AND DENOMINATIONS

The names of a few denominations and sects are given in the list as examples of headings to use. For other names and classification numbers see: *CSLA Guide No. 7 Classifying Church or Synagogue Library Materials*; the *Dewey Decimal Classification*; or *The 200 (RELIGION) Class*.

4. NAMES OF PLACES

The names of those places of most interest to religious libraries are found in the list. Headings listed under UNITED STATES may be used as examples of headings to use with the names of any place.

5. NAMES OF HOLIDAYS

Only the most important religious and secular holidays are listed. The headings listed under CHRISTMAS may be used with the name of any holiday.

6. NEW SUBJECTS

No list of subject headings can be entirely up to date. Headings for new topics of current interest will have to be added as needed. One should be sure, however, that the new term is not merely a new name for a subject already in the catalog.

SPECIFIC ENTRY

When choosing a subject heading always use the most specific term which accurately represents what the book is about. This is called the rule of specific entry. For example, if a book is about Christmas, make a subject card using the specific term CHRISTMAS. If two or three holidays are represented in the book, make a separate subject card for each of the holidays represented. But if more than three holidays are discussed in the book, use a more general term for the subject heading. In this case, use the term HOLIDAYS. Do not assign both a general heading and one of its specific aspects to the same book.

SUBDIVISIONS

The scope of the subject heading list can be greatly enlarged by the use of subdivisions. The following terms are often used as subdivisions:

ART	HISTORY
BIOGRAPHY	PERSONAL NARRATIVE
DICTIONARIES AND ENCYCLOPEDIAS	RELIGIOUS LIFE
FICTION	STORIES

Other terms (and directions for their use) may be found in the subject heading list.

CROSS REFERENCES

It is sometimes helpful to make "See" and "See also" reference cards to help the reader find all available material on a subject.

The "See" reference directs the reader from terms not used to the term of phrase that was used for the subject heading. Examples are: Christian doctrine See THEOLOGY; Church music See SACRED MUSIC.

"See also" references are useful in that they guide the reader from subject headings under which he has found books to other headings which list books on related or more specific aspects of the subject. Examples are: DEATH See also CHILDREN AND DEATH; WOMEN IN THE CHURCH See also ORDINATION OF WOMEN.

Some of the "See also" references suggested in the list serve as a blanket reference to all headings of a particular class instead of referring to many headings. An example would be HOLIDAYS See also names of holidays.

Do not make a reference to a term unless that term has already been used as a subject heading in your catalog. Also, do not make a reference from a specific term to a more general term.

Sample "See" and "See also" cards are shown below:

Christian doctrine See THEOLOGY
DEATH See also CHILDREN AND DEATH

SUBJECT ENTRY CARDS

The subject entry card is a catalog card with the subject heading placed at the top of the card, so that the card will be filed in the catalog under the subject of the book. It is an exact duplicate of the author card except for the addition of the subject heading. The subject heading should be typed either in red or in capital letters. See examples below:

WEDDINGS	
392 Kla	Klausner, Abraham J Weddings; a complete guide to all religious and interfaith marriage services. Alpha Publishing Co. c1986. 151p.

A simpler form includes only the author and the *short title* with the subject heading on the top line.

		WEDDINGS
392	Klausner, Abraham J	
Kla	Weddings.	

A record of all subject headings that have been used for a book should be kept on the author card.

CLASSIFICATION NUMBERS

Classification numbers based on the classification schedules suggested in CSLA Guide No. 7 *Classifying Church or Synagogue Library Materials* are given for each heading.

Only one number is usually suggested. However, there are a few instances where several numbers are given to denote different points of view. For example: 248.3 (Christian) and 296.72 (Jewish) are suggested for books about prayer. In another example, a choice of two classification numbers is given for headings such as FAMILY and PARENT AND CHILD (family relationships)

In a small library it is usually best to combine all books on a subject in one number. *You* must decide which classification number would be best to use in *your* library.

Be sure to check the Classification Schedules in CSLA Guide No. 7 before you make your decision. Guides No. 7 and No. 8 have been designed to be used together.

SUBJECT AUTHORITY FILE

A record should be kept of all subject headings used and of any references that were made. One way to keep such a record is to check (✓) the subject heading list in this guide whenever a heading or reference is first used. Additional headings and references may be written in the blank space provided. A better way is to make a master file (on 3 x 5 cards) of all headings and references used. You will also want to record the classification number used for the heading. This file is called a *Subject Authority File*.

Sample cards for the subject authority file are shown below:

	Bible-Maps
	See
	BIBLE-GEOGRAPHY

BIBLE-GEOGRAPHY	220.91
x Bible-Maps	
DEATH	155.9
See also	
CHILDREN AND DEATH	
CHILDREN AND DEATH	155.9
XX DEATH	

The first example shows:

A "See" card was made from Bible-Maps to BIBLE-GEOGRAPHY.
(A copy of this card was made for the card catalog)

The second example shows:

BIBLE-GEOGRAPHY was used as a subject heading.
Books about geography in Bible times were classified 220.91.
A "See" card was made from Bible-Maps to BIBLE-GEOGRAPHY (as shown by the "x".)

The third example shows:

DEATH was used as a subject heading.
Books about death were classified 155.9
A "See also" card was made from DEATH to CHILDREN AND DEATH.
(A copy of this card (without the classification number) was made for the card catalog)

The fourth example shows:

CHILDREN AND DEATH was used as a subject heading.
Books about children and death were classified 155.9.
A "See also" card was made from DEATH to CHILDREN AND DEATH. (as shown by the XX)

THE SUBJECT HEADING LIST

Terms printed in capital letters may be used as subject headings.

Terms printed in lower case letters are not to be used as subject headings but refer to headings which may be used.

"See also" means to consider making a reference to the terms (related and usually more specific) following the "See also"

"x" before a term means that a "See reference" may be made from the term to the heading under which it is placed.

"XX" before a term means that a "See also reference" may be made from the term to the heading under which it is placed.

The list of headings is limited to those subjects which would most likely be found in a church or synagogue library and terms are based on common usage. However, since each library is different, the librarian may have to supply those subject headings not found in the list.

Suggestions for additional headings may be found in the main text. They may also be found in the references listed in the bibliography.

In accordance with suggestions from librarians, this edition has only one column of subject headings to a page. Use the space provided for your own notes and adaptations.

ABORTION 179.76

ABORTION RIGHTS 323.4 XX WOMEN'S
RIGHTS

ACCIDENTS — PREVENTION 363.1, 613.6
XX SAFETY

ACCOUNTABILITY 233.4 See also GUILT

ADDICTIONS AND HEALTH 613.8 See also
names of addictions

Adolescence See YOUTH

ADOPTED CHILD 155.4 XX CHILDREN

ADOPTION 362.7

Adult Day Care See ELDER CARE

ADULT EDUCATION 374

ADULTERY 176

ADVENT 263

AFRICA 960

African Americans See BLACKS

Afro-Americans See BLACKS

AGED 155.67, 305.26 See also CHURCH
WORK WITH ADULTS AND AGED x Old Age

AGNOSTICISM 211

AGRICULTURE 630

ALASKA 979

ALCOHOL ABUSE 362.29, 613.8, 616.86
See also TEMPERANCE AND INTEMPERANCE
XX SUBSTANCE ABUSE Use term ALCOHOL-
ISM if preferred.

ALMANACS 050

ALMANACS, CATHOLIC 282

ALTARS, 247

American Indians See INDIANS OF NORTH
AMERICA

AMNESTY 355.1, 364.6

ANCESTOR WORSHIP 291.2

ANGELS 235, 296.31

ANGER 152.4

ANIMALS 636, 639 See also PETS and names
of animals

ANIMALS IN THE BIBLE 220.8 XX BIBLE —
NATURAL HISTORY

ANTHROPOLOGY 301, 573 See also
ETHNOLOGY

ANTI-SEMITISM 305.8

ANXIETY 152.4

APARTHEID (SOUTH AFRICA) 968 XX SEGRE-
GATION

Apocalypse See BIBLE N.T. REVELATION

Apocrypha See BIBLE O.T. APOCRYPHA

- APOLOGETICS 239
- APOSTLES 220.92 See also names of Apostles
x Disciples, Twelve XX BIBLE—BIOGRAPHY
- APOSTLES CREED 238
- APOSTOLIC SUCCESSION 262.1
- APPALACHIA 974
- ARAB-AMERICANS 305.86
- ARAB LEAGUE 341.2
- ARAB STATES 953
- ARCHEOLOGY 930 XX HISTORY, ANCIENT
- Archeology, Biblical See BIBLE—ARCHEOLOGY
- ARCHITECTURE 720 See also CHURCH ARCHITECTURE, SYNAGOGUES
- ARMS CONTROL 327
- ART 700 See also RELIGIOUS ART and individual forms of art
- ART—DICTIONARIES AND ENCYCLOPEDIAS 703
- ART—GALLERIES AND MUSEUMS 708
- ART—HISTORY 709
- ASIAN-AMERICANS 305.82 See also names of Asian American peoples
- ASSOCIATIONS 366 See also names of specific associations and clubs.
- ASTROLOGY 133
- ASTRONOMY 520
- ATHEISM 211
- ATLASES 912
- Audivisual aids See MULTI-MEDIA
- AUGSBURG CONFESSION 238
- BABYLONIAN EMPIRE 935
- BABYSITTERS 649.4
- BANNERS, CHURCH 246
- BAPTISM 265

BAPTIST CHURCH 286

BAR MITZVAH 296.44

BAT MITZVAH 296.44

Battered child See CHILD ABUSE

Battered wives See FAMILY VIOLENCE

BELIEF AND DOUBT 121

BELLS 786.8

BIBLE 220 Use this subject heading for comprehensive books about the Bible

Bible—Antiquities See BIBLE-ARCHEOLOGY

BIBLE—ARCHEOLOGY 220.93 x Archeology, Biblical; Bible—Antiquities

BIBLE AS LITERATURE 809

BIBLE—BIOGRAPHY 220.92 See also APOSTLES, PROPHETS, WOMEN IN THE BIBLE and names of Biblical characters.

BIBLE—COMMENTARIES 220.7 x Commentaries

BIBLE—CONCORDANCES 220.2 x Concordances

Bible—Customs See BIBLE—SOCIAL LIFE AND CUSTOMS

BIBLE—DICTIONARIES 220.3

BIBLE—GEOGRAPHY 220.91 x Bible—Maps

BIBLE—HISTORY 220.1 This heading is used for books on the origin, composition and authorship of the Bible as a book. For books dealing with historical events in Bible times, see BIBLE—HISTORY OF BIBLICAL EVENTS.

BIBLE—HISTORY OF BIBLICAL EVENTS 220.95

Bible—Maps See BIBLE—GEOGRAPHY

BIBLE—MEDITATIONS 242.5

BIBLE—NATURAL HISTORY 220.8 See also ANIMALS IN THE BIBLE; PLANTS IN THE BIBLE, etc.

BIBLE. NEW TESTAMENT 225 May use same subdivisions as those given under BIBLE. For groups of books use headings starting with BIBLE. N.T. For individual books use headings similar to the following: BIBLE.N.T. MARK x New Testament

BIBLE.N.T. EPISTLES 227 x Epistles

BIBLE.N.T. GOSPELS AND ACTS 226 x Gospels

BIBLE.N.T. REVELATION 228 x Apocalypse

BIBLE. OLD TESTAMENT 221 May use same subdivisions as those given under BIBLE. For groups of books use headings starting with BIBLE.O.T. For individual books use headings similar to the following: BIBLE.O.T. PSALMS. x Old Testament

BIBLE.O.T. APOCRYPHA 229 x Apocrypha

BIBLE.O.T. HISTORICAL BOOKS 222

BIBLE.O.T. PENTATEUCH 222 x Pentateuch;
Torah

BIBLE.O.T. POETIC BOOKS 223

BIBLE.O.T. PROPHETIC BOOKS 224

BIBLE.O.T. PSALMS 223 x Psalms

BIBLE—SELECTIONS 220.5, 242.5

BIBLE—SOCIAL LIFE AND CUSTOMS 220.95 x
Bible—Customs

BIBLE—STORIES 220.95 Use for works which re-
tell or adapt stories from the Bible as history.

BIBLE—STUDY AND TEACHING 220

BIBLE—SYMBOLISM 220.6

Bible texts (including separate Testaments and indi-
vidual books or groups of books) 220.5 Bible
texts are not given a subject heading.

BIBLIOGRAPHY 010

BIOGRAPHY Use as a subdivision with the names
of classes of people, places, special subjects, etc.
Use names of persons for biographies of individ-
uals.

BIRDS 636, 639 See also names of birds

BIRTH CONTROL 176, 613.9 XX FAMILY
PLANNING

BIRTH CONTROL—PAPAL TEACHING 262.1

BIRTHDAYS 392

- BISHOPS 262.1
- BLACK MUSLIMS 297.8 XX BLACKS
- BLACKS 305.81 See also BLACK MUSLIMS. x African Americans; Afro-Americans Use AFRICAN AMERICANS as the subject heading if preferred.
- BLASPHEMY 179.5
- BLESSINGS AT MEALS 242.8, 296.72
- BOOKS AND READING 028
- BOY SCOUTS 366.1
- BRAIN-DAMAGED CHILDREN 362.3 XX HANDICAPPED CHILDREN
- BUDDHISM 294
- BUILDINGS—CONSTRUCTION AND MAINTENANCE 690
- BUSINESS 650
- BUSINESS ETHICS 174.6
- BUSING (SCHOOL INTEGRATION) 370.1 XX SEGREGATION IN EDUCATION
- CAMPING 796.5 XX RECREATION
- CANDLES 247
- Canon law See CHURCH LAW
- CANONIZATION 265
- CANTOR 296.61
- CAPITAL PUNISHMENT 179.7, 364.6
- CAREERS See VOCATIONAL GUIDANCE
- Careers in the church See CHURCH WORK AS A PROFESSION
- CATECHISMS 238 See also names of catechisms
- CATHEDRALS 726 XX CHURCH ARCHITECTURE
- CATHOLIC ACTION 261
- CATHOLIC CHURCH 282 x Roman Catholic church

CATHOLIC LITERATURE 809

CATHOLIC SCHOOLS 377.8

CELIBACY 176 x Marriage of clergy

CENSORSHIP 303.3

CENTRAL AMERICA 972

CERAMICS 738

CHANTS 782.2 XX SACRED MUSIC

CHAPLAINS 253 XX CLERGY

CHARISMA (THEOLOGY) 234.1

CHARISMATIC MOVEMENT 270.82

CHARITIES 361.7 x Welfare work

CHILD ABUSE 179.2, 362.7 x Battered child

Child care *See* CHILDREN

CHILD WELFARE 362.7

CHILDREN 155.4, 305.23, 649.4 *See also*
ADOPTED CHILD, CHURCH WORK WITH CHILDREN,
DAY CARE, INFANTS, PARENT AND CHILD. x Child care

CHILDREN AND DEATH 155.9 XX DEATH

CHILDREN AND DIVORCE 173 XX DIVORCE

CHILDREN AND TELEVISION 155.4, 791.4

Children, Exceptional *See* HANDICAPPED CHILDREN,
GIFTED CHILDREN, SOCIALLY HANDICAPPED CHILDREN,
SPECIAL EDUCATION

CHILDREN—PRAYERS AND DEVOTIONS 242.82

CHILDREN—RELIGIOUS TRAINING IN THE HOME
249, 649.4

CHILDREN'S LITERATURE 028

CHILDREN'S PLAY 155.4, 649.4, 790.1

CHILDREN'S SERMONS 252.5 XX SERMONS

CHILDREN'S SONGS 782.4

- CHINA (PEOPLE'S REPUBLIC OF) 951
- CHRISM (CHURCH OILS) 264.9
- Christ See JESUS CHRIST
- CHRISTIAN ART AND SYMBOLISM 246, 704
XX RELIGIOUS ART; SYMBOLISM, RELIGIOUS
- Christian doctrine See THEOLOGY
- Christian education See RELIGIOUS EDUCATION
- CHRISTIAN LIFE 248.4
- CHRISTIANITY 200
- CHRISTIANITY AND OTHER RELIGIONS 261.2
XX COMPARATIVE RELIGION
- CHRISTIANITY AND POLITICS 261.7
- CHRISTIANITY — ENCYCLOPEDIAS AND
DICTIONARIES 203
- CHRISTIANITY—HISTORY 209 See also
CHURCH HISTORY
- CHRISTMAS 263, 394
- CHRISTMAS CAROLS 394, 782.2
- CHRISTMAS CRAFTS 394, 745.5
- CHRISTMAS CUSTOMS 394
- CHRISTMAS LITURGY 264
- CHRISTMAS MEDITATIONS 242.3
- CHRISTMAS PLAYS 394, 812
- CHRISTMAS POETRY 394, 811
- CHRISTMAS PROGRAMS 394
- CHRISTMAS STORIES 394, FIC or SC
- CHRONICALLY ILL—HOME CARE 362.16
- CHURCH 260 Use for books on the church as an
institution
- CHURCH ADMINISTRATION (LOCAL
CHURCH) 254 Use term PARISH ADMINIS-
TRATION if preferred.

CHURCH AND SOCIAL PROBLEMS 261.8 Use for general works dealing with the treatment of social problems from the point of view of the church. See also specific social problems.

CHURCH AND STATE 322 See also CHURCH TAXATION

CHURCH ARCHITECTURE 726 See also CATHEDRALS, CHURCHS, MONASTARIES AND ABBEYS XX ARCHITECTURE

CHURCH AUTHORITY 262

CHURCH FINANCE 254

CHURCH FURNISHINGS 247

CHURCH HISTORY 270 See also CRUSADES, PERSECUTION (CHRISTIAN CHURCH), PROTESTANTISM, U.S.-CHURCH HISTORY and names of churches and sects. XX CHRISTIANITY—HISTORY

CHURCH HISTORY—EARLY CHURCH 270.1

Church history—Local congregation Use name of congregation with the subdivision HISTORY. 280'S

CHURCH LAW 262.9 x Canon law, Ecclesiastical law

CHURCH LIBRARIES 027

Church music See SACRED MUSIC

CHURCH RENEWAL 262

CHURCH SCHOOLS 377 XX SCHOOLS

CHURCH TAXATION 322 XX CHURCH AND STATE

Church unity See ECUMENICALISM

CHURCH VESTMENTS 247

CHURCH WORK 250'S, 260'S See also MISSIONS and headings starting with CHURCH WORK or RELIGIOUS EDUCATION. Use term PARISH MINISTRY, if preferred.

CHURCH WORK AS A PROFESSION 253 x Careers in the church

CHURCH WORK WITH ADULTS AND
AGED 259.3 XX AGED

CHURCH WORK WITH CHILDREN 259.2 XX
CHILDREN

CHURCH WORK WITH THE ILL AND HANDI-
CAPPED 259.4 XX HANDICAPPED

CHURCH WORK WITH YOUTH 259.2 XX
YOUTH

CHURCH WORLD SERVICE 361.7

CHURCH YEAR 263

CHURCHES 280 Use for descriptive and historical
materials on churches which cannot be entered un-
der CHURCH ARCHITECTURE XX CHURCH AR-
CHITECTURE

CITIZENSHIP 172, 323.6

CIVIL DEFENSE 363.3

CIVIL RIGHTS 323.4

CIVILIZATION 909 Use for works dealing with the
development of social customs, art, industry, reli-
gions, etc. of several countries or races.

CLERGY 253 See also CHAPLAINS, MINISTERS,
PRIESTS, RABBIS, VICARS

COLLEGE OF CARDINALS 262.1

COLLEGES AND UNIVERSITIES 378

Commentaries See BIBLE-COMMENTARIES

Communion See LORD'S SUPPER

COMMUNION OF SAINTS 262.7

COMMUNISM 320.5

COMPARATIVE RELIGION 291 See also CHRIS-
TIANITY AND OTHER RELIGIONS, JUDAISM AND
OTHER RELIGIONS.

Concordances See BIBLE-CONCORDANCES

CONDUCT OF LIFE 170, 248.4, 296.7, 291.4

Confession See PENANCE AND CONFESSION

- CONFIRMATION 265, 296.44
- CONFUCIANISM 299.5
- CONSCIENCE 171, 241, 296.38
- CONSCIENTIOUS OBJECTORS 172
- CONSERVATION Use as a subdivision (e.g. WILD-LIFE-CONSERVATION)
- CONSERVATION AND RESTORATION Use as a subdivision (e.g. ARCHITECTURE-CONSERVATION AND RESTORATION)
- CONSERVATIVE JUDAISM 296.83
- CONSOLATION 242.4
- CONSUMER EDUCATION 640.7
- CONVERSION 248.2, 296.71
- Cook books See COOKERY
- COOKERY 641.5 x Cook books
- COOKERY FOR THE SICK 641.5
- COOKERY FOR RELIGIOUS SITUATIONS 641.5
- COSMOLOGY 113, 231.7 XX UNIVERSE
- COSTUME—THEATRICAL 792
- COUNCILS AND SYNODS 262.5 See also names of specific councils and synods
- COURTS 347
- Crafts See HANDICRAFT
- CREATION 213, 231.7, 233.1 291.2 See also EVOLUTION
- CREATIVE ACTIVITIES IN RELIGIOUS EDUCATION 268.7
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HOLIDAYS and names of holidays 394

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MARY, BLESSED VIRGIN or MARY, MOTHER OF JESUS 232.9

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It is also helpful to give subject headings to picture books and fiction for children.
 In addition to those listed for non-fiction, the following headings are suggested:

ADOPTED CHILD
 ALPHABET BOOKS
 BABIES
 BASEBALL
 BIRTHDAYS
 BROTHERS AND SISTERS
 CHRISTMAS STORIES
 COUNTING BOOKS
 DEATH
 DIVORCE
 EASTER STORIES
 FAIRY TALES
 FAMILY
 FARMS
 FATHERS

FRIENDS

GRANDFATHERS

GRANDMOTHERS

GROWING UP

HANDICAPPED CHILDREN

HOSPITALS

HUMOROUS STORIES

LOVE

MOTHERS

NEW YEAR

NURSERY RHYMES

NURSERY SCHOOL

PETS

PIONEER LIFE

POLLUTION

SCHOOL STORIES

SEASONS and names of seasons

SHARING

THANKSGIVING DAY

The librarian may add other headings to suit her collection.

Use the subdivisions STORIES (or FICTION) where applicable (e.g. DUCKS - STORIES)

Picture books are classified E or JE

Fiction for older children is classified J or JF

Story collections are classified J

SC

Individual biography is classified JB

Some libraries limit the children's collection to picture books, story collections and children's fiction. Children's non-fiction books are included in the adult collection.

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